

SCHOOL VOLUNTEERS

A. General Policy

The Laconia School Board recognizes the need to develop an active volunteer program to support instructional programs and extra-curricular activities and encourages the use of community resources and citizens to assist in furthering the District's educational efforts.

B. Definitions

1. **Volunteer.** Under the Fair Labor Standards Act ("FLSA"), "volunteers" are persons who perform service (1) without promise, expectation or receipt of compensation for the services rendered (reimbursements, and modest stipends excepted); (2) have offered their services freely and without pressure or coercion from any employer, and (3) are not otherwise employed by the District to perform the same type of services for which the individual intends to volunteer. This expansive definition includes such services whether for classroom or other student programs or activities, or for services such as committee work, chaperones, trades work, etc.
2. **Designated Volunteer.** As used in this policy shall have the same definition as in Board Policy GBCD - Background Investigation and Criminal Records Check. Before a person may volunteer in a position or perform a function falling within the definition of Designated Volunteer, such person must undergo a background investigation and criminal history Records check as described in policy GBCD. Additionally, as required by RSA 189:13-a, XII and policy GBCE, all Designated Volunteers must receive training and information relative to child abuse prevention.

C. Coaches

All coaches, including assistant coaches, whether receiving a stipend or not, are Designated Volunteers as defined in paragraph B above. Additionally, head coaches of team or individual sports must be in compliance with all regulations and certification requirements for that sport as set by NHIAA or the applicable organization within which the athletes/members compete or participate. Assistant coaches must meet the same requirements as head coaches or be under the direct supervision of the head coach.

D. Volunteer Participation Guidelines

Volunteer selection shall be made based on the qualifications and availability of the volunteer.

Volunteers shall be provided appropriate training at the building level consistent with their tasks, existing District standards and applicable laws and Board policies. This training shall be coordinated under the leadership of the principal or other supervising administrator. At a minimum, such training will include (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; (4) expected relationship to regular staff; and (5) information on non-discrimination and prohibition against teaching or advocating discriminatory concepts.

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Volunteer assignments shall be made by the building or administrator responsible for that program, or the appointing authority in the event of a committee.

Volunteers shall be assigned only to those staff members who have requested volunteer assistance through their administrative supervisor (e.g., principal, athletic director, facilities director), or to administrative or district level committees.

When volunteering in the District, Board members would refer to policies BBAA, BCA, and BHC.

E. Supervision

Volunteers may not be assigned to perform any services within school buildings or during school activities during times that students may reasonably be expected to be in attendance, unless the volunteer is either a Designated Volunteer or is under the immediate direction of a staff or administration member within the pertinent program.

F. Volunteer Responsibilities and Duties

Other than committee volunteers, and head coaches/directors, volunteers may only serve in the capacity of assistants. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement provided by administration, and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district employee who has a legitimate educational purpose for discussing such information.

Volunteers with special talents, hobbies or experiences may share those with students in a suitable educational setting scheduled by the staff or administrative member responsible for supervising the class, activity, program or project.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

G. Volunteer Termination

Volunteers serve at the pleasure of the District. Except as may be provided in an individual volunteer's agreement, services of a volunteer may be terminated, without notice, at any time when circumstances in the judgment of the supervising administrator warrant termination.

H. Implementation. The District will establish and administer any procedures they deem necessary or appropriate to implement this policy, and to ensure compliance with state and federal regulations

These guidelines will be published in the school's handbook.

Adopted: 5/8/1995

Revised: 12/1/1998, 6/2017, 2/21/2023

Reviewed: 8/06/26

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